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DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2011-035

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David ^{RND}
Human Resources Director

SUBJECT: Length of Time Filling Vacancies

DATE: October 20, 2011

In these times of budget and T.O. reductions, please be reminded of the importance of filling vacancies as quickly as possible. As a hiring manager, it is your job to ensure that the interview/selection process is given top priority. Each of your agency's Appointing Authorities has been tasked with responsibility for monitoring the process in order to avoid unnecessary delays.

At the Deputy Secretary's request, a Vacancy Status Report was prepared last week for the Department's 49 total vacancies. For a little over half of them, the positions have been recruited for and an eligible list/applications have been sent to the appropriate hiring manager. Unfortunately, a lot of these lists were issued in late-August and early-September, yet they remain unfilled as of mid-October.

Given the staffing shortages that we all face and the additional burden that it places on our employees, we owe it to them to move expeditiously in filling vacancies. Unfortunately, the longer that a position remains vacant, the more likely it is to be targeted for elimination by the Office of Planning and Budget.

Thank you for your cooperation.

Please ensure that this information is made available to all employees who are involved in the new hire process.

Please contact the Human Resources Division at (225) 342-0880 with any questions or concerns.

RND:ch

c: Personnel Liaisons

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